



**PROMOTIONAL EXAMINATION FOR  
CALIFORNIA STATE EMPLOYEES**

**ADMINISTRATIVE LAW JUDGE II (SPECIALIST),  
DEPARTMENT OF SOCIAL SERVICES**

**DEPARTMENTAL PROMOTIONAL FOR:  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>POSITIONS EXIST</b>	Sacramento, Los Angeles, Oakland, and San Diego
<b>WHO SHOULD APPLY</b>	<p>This is a departmental promotional examination for the Department of Social Services.</p> <ol style="list-style-type: none"><li>1. Applicants must have a permanent civil service appointment with the Department of Social Services as of the final filing date, in order to participate in this examination; or</li><li>2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18890; or</li><li>3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or</li><li>4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.</li></ol> <p>For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. If applicable, submit a copy of the DD214 or other official discharged documents.</p>
<b>HOW TO APPLY</b>	<p>Applications (STD Form 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, MS 8-15-59, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate the examination title on your application. Applications received without an examination title will not be accepted. <b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b></p>
<b>CROSS FILE - TWO CLASSES</b>	<p>If you meet the entrance requirements for this class and for the Administrative Law Judge II (Supervisor), which has the same final file date, you may file for both examinations on the same application.</p>
<b>APPLICATION DEADLINE</b>	<p><b>FINAL FILE DATE: JANUARY 20, 2009</b></p> <p>Applications (STD Form 678) must be <b>POSTMARKED</b> no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date <u>will not</u> be accepted for any reason.</p>
<b>SPECIAL TESTING ARRANGEMENTS</b>	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.</p>

**S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N**

<b>ADMINISTRATIVE LAW JUDGE II (SPECIALIST), CDSS</b>	<b>BULLETIN RELEASE DATE: FINAL FILE DATE:</b>	<b>JANUARY 5, 2009 JANUARY 20, 2009</b>
---	--	---

<b>REQUIRED IDENTIFICATION</b>	<b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>SALARY RANGE</b>	\$7858 - \$9509
<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	Eligible candidates will be notified by mail approximately 10 days in advance of the qualifications appraisal interview date. It is anticipated that oral interviews will be held in Sacramento, Los Angeles, Oakland and San Diego during February/March 2009.
<b>ELIGIBLE LIST INFORMATION</b>	A departmental promotional list will be established for the department listed above. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<b>NOTE:</b> It is your responsibility to make sure you meet the minimum qualifications requirements for this examination by the final filing date. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.
<b>MINIMUM QUALIFICATIONS</b>	Active membership in The California State Bar and admission to practice law in California for at least five years immediately preceding application for appointment <b>and</b>  <b>Either I</b>  One year of experience performing the duties of an Administrative Law Judge I, Department of Social Services.  <b>OR II</b>  Two years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.  <b>OR III</b>  Five years of experience in the practice of law*, which shall have included at least three years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.  *Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Willingness to travel, tact, and judicial temperament.
<b>POSITION DESCRIPTION</b>	Under direction, to preside over quasi-judicial hearings involving the most difficult and sensitive issues as provided under the Welfare and Institutions Code 10950 and other applicable statutes; to confer and assist lower level Administrative Law Judges on problem cases and provide guidance; and to do other related work.
<b>EXAMINATION INFORMATION</b>	This examination will consist of a Qualifications Appraisal Interview that will consist of predetermined job-related questions. The interview panel evaluates the candidate's responses to each of the questions using a predetermined rating scale and predetermined scoring criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b>

#### **QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

#### **SCOPE:**

#### **A. Knowledge of:**

1. Advanced knowledge of rules of evidence governing such proceedings in order to properly manage hearings and determine the relative weight to be given the evidence submitted.
2. Advanced knowledge of state and federal public assistance programs as to eligibility and administrative procedures.
3. Advanced knowledge of administrative hearing proceedings.

**(CONTINUED ON NEXT PAGE)**

SCOPE:  
(CONTINUED)

**A. Knowledge of (continued):**

4. Basic knowledge of laws, legal codes, precedents, government regulations, and agency rules relating to public assistance programs and child support enforcement.
5. Basic knowledge of computer word processing software.
6. Basic knowledge of timely management of workload.
7. Basic knowledge of court decisions interpreting the powers of administrative boards and agencies.
8. Basic knowledge of legal research in order to confirm the applicability of legal principles to a particular case.
9. Basic knowledge of principles and theories of administrative law and the judicial review of administrative actions.
10. Basic knowledge of legal terms and forms in common use in administrative proceedings.

**B. Skill to:**

1. Manage one's caseload to ensure timely decisions.
2. Communicate effectively both orally and in writing as appropriate for the needs of the parties.
3. Listen effectively by giving full attention to what parties and witnesses are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Keep up with changes in law, regulation and policy.
5. Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.

**C. Ability to:**

1. Operate a laptop computer to perform research and prepare decisions.
2. Analyze and apply legal principles, evidentiary rules, and precedents to legal problems in order to prepare final and proposed decisions.
3. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law in order to write proposed or final decisions.
4. Be patient, objective and courteous in dealing with the public and staff.
5. Rule and decide promptly even under conditions of uncertainty as to facts and governing law.
6. Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and develop a record for any future rehearing or judicial reviews.
7. Maintain a fair and impartial attitude and judicial demeanor to ensure hearings are conducted fairly.
8. Communicate clearly, verbally and in writing, in order to fully discuss and develop issues.
9. Establish and maintain cooperative working relations in order to effectively allow for the full discussion of issues.
10. Conduct hearings that gain confidence and respect of the parties.
11. Perform legal research in order to formulate final and proposed decisions.
12. Adapt to new or changing situations.
13. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

VETERANS  
PREFERENCE

---

Veterans preference credit is not granted in promotional examinations.

(CONTINUED ON NEXT PAGE)

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Department of Social Services and the State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (**i.e., former Department employees or current employees on TAU, T&D, and LT status**) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

---

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

**744 P STREET, SACRAMENTO, CA 95814**

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 or CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.